

## MEMO: RESOLUTION GUIDELINES

The following are recommended guidelines for submitting resolutions for consideration before the Rules and ByLaws committees.

Resolutions should be submitted 45 days in advance of state committee meetings to provide member's time to understand and digest what is being proposed. This is done because resolutions, by their nature, are much lengthier than motions. It is therefore critical to give members adequate time for review, assess the possible implications and ramifications, and properly prepare for debate of the resolution's merits before it is put before the body of the committee.

It is not the responsibility of the Rules Committee to write the members resolution, but to determine proper form and adherence to the below guidelines. The Rules committee does not decide merits; that is the responsibility of the Committee as a whole.

1. Resolutions should have a title that indicates what it's about.
2. Resolutions should try to be concise (preferably one single page where possible) and deal with one issue. Remember, a resolution is the party's position on an issue and should therefore not be difficult to understand.
3. We should follow the widely universally accepted format provided by Roberts Rules of Order of using the "Preamble" or "Whereas" to lay out the background and the "Action" or "Resolve" or "Therefore be it Resolved" to clearly state the Position to be adopted.
4. The information presented in the "Whereas" should be legal, factual, supported by references that support the "facts." The Preamble should be brief and provide a foundation for the Resolved. It is the Resolved that becomes the Party's position, not the Preamble.
5. If the "Whereas" is an opinion, it should clearly state that it is an opinion. If it is a fact, it should have some reference included that provides support for the fact. Some examples, "Whereas, it is a right to bear arms, as provided in the US Constitution." Whereas, several University studies have concluded...." Whereas, it is the opinion of numerous members of Congress..."
6. Matters on U.S. or PA Constitutionality that are to be decided by the courts, are before the courts or

have already been decided by the courts should be excluded from resolutions as we cannot legally take a position not within our ability to achieve. An exception to this could be if we are asking the General Assembly to legislate or take a position on legislation that changes law.

- 7. Resolutions should be dated and signed by a member of the State Committee as only members participate in establishing the State Party's positions.**
  
- 8. Resolutions must be submitted to the Chair of the Pennsylvania Democratic Party in accordance with the outlined timeline above; the Executive Director and Office Manager should be copied on said submission.** The State Party Chair will provide a copy of resolutions that meet these guidelines to the appropriate chair(s) of either, or both, the Rules Committee and/or the Bylaws Committee.